

## **Assignment 4: Evaluation of Training Tutorial**

### **Due: Sunday, August 31st, by midnight (ET)**

This assignment will count for **15%** of your total grade and is an important piece of digital project management as you will have to compare tutorials for a content management system and select the best one.

You will review a tutorial created by one of your class-mates and compare it to two other tutorials for the same content management system you will find on the Internet

#### **Report to hand in:**

The tutorial critique should be approximately 6 pages in length, using a 12-point font, and double-spaced (except for citations), please. Careful organization with section headings, clear writing, and appropriate supporting documentation will help you to meet the professional writing standards expected of this report. Typographical, spelling, grammatical, organizational, and other errors will lower your grade. Please include all of the following information:

**1. Title page** (1 page): the name of the content management system for the tutorials, the course number and name, the instructor's name(s), and your name and date.

**2. Critique** (3-4 pages):

- A brief summary of the salient characteristics of the content management system
- Discuss the strengths and weaknesses of the original tutorial
- Compare with 2 other tutorials for the same content management system activities/tasks

**3. References** (1 page): Be sure to cite appropriately all the resources you consulted in the preparation of this profile. It is especially important to show, ***in the body of the report***, which resources were consulted.

#### **Grading criteria:**

Your grade will be based on the following criteria:

- Fulfilling *all* the requirements of the assignment (82 points)
- Depth of analysis as shown by comparisons and citations to the readings, lecture notes, and issues raised in class (up to 8 points)
- Demonstration of exceptional understanding or insight in the justification or rationale for your recommendations by how well you relate your decisions to issues brought up in additional readings (up to 6 points)
- Creativity in the approach to the assignment (up to 2 points)
- Superior organization of the report (up to 2 points)

#### **Submission of assignment:**

Please title your report with "YourLastname780Assignment4" and submit through the "Assignment Manager." This assignment should be handed in as a .doc, .docx, or .rtf file.